Process for Transferring a Young Person from Children's Social Care to the Transitions Service

Referral must be made when the Young Person is 17/17½ years old

The Children's With Disabilities Service
Young Person is ready to be transferred

Referral must be made when the Young Person is 17/17½ years old

The Children Looked After or Leaving Care Service
Young Person is ready for a care act assessment to be completed to identify any eligible social care needs

Social worker, Personal Advisor or Family Support Worker makes referrals to the Croydon Adult Support Team via email

Croydon.adultsupport@croydon.gov.uk

The Croydon Adult Support Team review the referral

Referral from the Children's With Disabilities Service

The Croydon Adult Support Team sends the referral to the Transitions Service via LAS

Cases transferring from CWD to Transitions are reviewed by the Service Managers and Team Managers at the fortnightly Tracking Panel.

The Transitions Team Manager allocates the referral to the Social Worker

Transition Social Worker ensures that Educational Health Care Plan (EHCP) is on the Young Persons file and that the Special Educational Needs and Disabilities (SEND) Care Coordinators are aware of the transfer

Transitions Social Worker to attend the Child in Need Meeting or final Child Looked After (CLA) Review.

Transitions Social Worker completes Care Act Assessment and Financial Assessment for the Young Person

Social Worker must bring the Young Persons case to panel before the Young Person turns 18

Transitions Social Worker makes application to Challenge Panel for funding

ADAPT@croydon.gov.uk

If requesting a supported living or residential placement a minimum of 2 quotes (£) would be required

Decision made at Challenge Panel

Disagree

Social worker will need to review the recommendations set at panel then return to panel

Agree

Transitions Social Worker updates LAS with start date, and the outcome from Challenge Panel from the Young Person's 18th birthday.

Transitions Social Worker completes review within 6 weeks

If the Social Worker is concerned about the Young Person a formal review will need to take place within 3 weeks

If package is stable the Team Manager closes the case to the Social Worker and the Young Person's case is moved across to the Transitions Review Folder in LAS.

Young Person is reviewed annually

Referral from the Leaving Care or Looked After Service

The Croydon Adult Support Team sends Referral to the Transitions Service via LAS

The Transitions Team Manager allocates the referral to the Social Worker

Social Worker completes Care Act Assessment

Threshold met

Transitions Social Worker ensures a Personal Advisor is working with the Young Person and that they have a Pathway Plan.

If there is not a Personal Advisor on the Young Person's file, then the Social Worker should flag this to their Team Manager, who will escalate with their equivalent

The Financial Assessment team are available to support the Young Person to complete the assessment. This can be done over the phone or face to face

Transitions Social Worker completes the Financial Assessment

Transitions Social Worker makes application to Challenge Panel for funding

(ADAPT@croydon.gov.uk)

If requesting a supported living or residential placement a minimum of 2 quotes (£) would be required

Decision made at Challenge Panel

Disagree

Social worker will need to review the recommendations set at panel then return to panel

Agree

Transitions Social Worker completes review within 6 weeks

If the Social Worker is concerned about the Young Person or the Young Person is aged 22 and not in education, then a formal review will need to take place within 3 weeks

If package is stable the Team Manager closes the case to the Social Worker and the Young Person's case is moved across to the Transitions Review Folder in LAS.

Young Person is reviewed annually

When the Young Person turns 25 years old they are transferred over to the Physical Disabilities Team

Threshold not met

Transitions Social Worker ends involvement and informs the Team Manager from the relevant team the outcome of the assessment (via email)

Transitions Team Manager closes the case on LAS